

What to Do When a Testing Problem Occurs?

Get the facts straight.

- Know the date and time.
- List all the staff, volunteers and students involved.
- Identify content area and parts.
- Identify specific content question(s), if applicable.
- Record what you are doing.
- Report the incident.

Steps to Reporting

1. Go to the web site: <http://apps.kde.state.ky.us/login/>
2. Type in your User ID and Password.
3. If you have rights to more than one application, select Testing Allegation. (*If this option is not available, contact your district technology person.*)

Adding Allegation

4. The screen is locked until you click the Add Allegation button.
5. Click the “Add Allegation” button.
6. Enter the CASE YEAR (ex. 2010) and click “OK” button.

Entering Information

7. Type a valid date in “Date Reported” textbox (*00/00/0000 format*). The date entered should not be a future date or past date less than the case year.
8. Select a District and a School from the dropdown list provided. The school address, city, zip and principal name are populated automatically when you select a school name from the list.
9. Click “Add” button to add Grade(s). Click “Remove” button to delete Grade(s).
10. Click “Add” button to add Content Area. Click “Remove” button to delete Content Area.

HINT: If the grade or content area does not appear, minimize the page to see if they are hiding behind the application.

11. Select an “Issue Code” from the dropdown list provided. To view description of the Issue Code, click the “View Issue Description” link.
12. Select an “Administration Code” from the dropdown list provided. To view description of Administration Code, click the “View Code Description” link.
13. Select “Test Year” from the dropdown list provided. The Test Year should match with Case Year and cannot be future Test Year or past Test Year.
14. Enter text in “Allegation Source” textbox. Who reported allegation: DAC, BAC, Principal, Teacher or other?

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15. Enter description of the allegation in the “*Allegation*” textbox. Be brief, keep to two or three sentences, if possible. Detailed information concerning the allegation should be in the form of a written statement, from BAC and/or DAC and filed with other required documents. (It is helpful to have a statement from the principal and/or BAC, describing what action was taken upon discovery of the incident.)
16. Click “Save” button to save the allegation. Click “Cancel” to abandon the add allegation case. **(Be careful about hitting the Save button more than once, you may find that you have filed the same allegation twice.)**
17. Click on the “*List of required documents to be submitted with the report*”.
 - 1) Notarized Statements (teacher, proctor, BAC, principal and/or others)
 - 2) Testing Schedule
 - 3) Verification of Administration Code Training
 - 4) Verify/Proctor Signature Sheet (in TAM)
 - 5) Non-disclosure Agreement (classified/volunteers)
 - 6) Student Name & Lithocode Number
 - 7) If Special Education Issue
 - a. Verify Student Test Accommodation
 - b. Verify Staff Inclusion of Special Populations training
 - c. Alternate Assessment issue, include signed Code of Ethics
 - 8) Testing Allegation Reporting Form (Optional)

If you have any questions or problems, contact Patsy Kenner, at 502-564-4474 or patsy.kenner@education.ky.gov.